

1. Department/Division/Branch/Section/Unit				2. Position No.			
Present	3. Auth Job Code		4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)			5. Pseudo No.	
	6. Curr Job Code		7. Current Class Title			8. Legal Authority	
9. Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)							

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

Signature of Incumbent

Date

Signature of Supervisor

Date

Supervisor's Position No. _____

Name of Incumbent

Signature of Division Chief

Date

12. Type of Action

- ☐ New/Vicing for _____
Replaced Pos. No. _____
- ☐ Reallocation ☐ Redescription
- ☐ Delegated B Action (MODA)
- ☐ Abolish Position
Eff Date _____
- ☐ Extension
Eff Date _____
NTE Date _____
- ☐ Temporary Reallocation
☐ Initial ☐ Ext. ☐ Term.
TR NTE Date _____
- ☐ Change Characteristics
Eff Date _____

13. Position Characteristics

- a. Type of Position
☐ Civil Service ☐ Exempt
Basis for Exemption From HRS, 76-16 () ()
To HRS, 76-16 () ()
Supporting Legal Authority _____
Exemption NTE Date _____
- b. Duration ☐ Permanent ☐ Temporary
Initial NTE Date _____
- c. Budgeted ☐ Yes ☐ No
- d. Authorized FTE From _____ To _____
- e. Current FTE From _____ To _____
- f. Employment Status ☐ Filled ☐ Vacant

14. Location/Other Characteristics

- a. Org Code _____
- b. Geographic Location Code _____
- c. Island _____
- d. ☐ Shift
- e. ☐ Job Share, w/Pos. No. _____
- f. ☐ Shortage & Group _____
- g. ☐ Selective Certification _____
- h. ☐ Consent Decree/Mandated Action _____

(Please Specify)

15. Date Recvd in Personnel Office _____

16. Appropriation					
Prom Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit				19. Effective Date		
	20. Auth Job Code		21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)			22. Effective Date	
	23. Curr Job Code		24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)			25. Effective Date	

26. Employing Department Action ☐ Approved ☐ Disapproved

Signature of Department Head

Date

27. Human Resources Development Action ☐ Approved ☐ Disapproved

Director of Human Resources Development

Date